



RIO SALADO ADMINISTRATOR

Purpose:

To manage, supervise, and coordinate the maintenance and operation of the Tempe Town Lake and the Rio Salado Project Area; to coordinate Project activities by serving as the liaison between city departments and divisions, governmental entities, Rio Salado property owners, and others; and to provide highly complex staff assistance to the Economic Development Director, City Manager, or Chief Financial Officer in matters related to the operation and maintenance of the Rio Salado Project.

Supervision Received and Exercised:

Receives general direction from the Economic Development Director or from other supervisory or management staff.

Exercises direct supervision over professional, technical, and clerical project staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Manage and coordinate the operation and maintenance of the Rio Salado Project through the Rio Salado Operations Team (an interdepartmental task force); ensure furtherance of the city's goals and objectives; ensure compliance with the city's policies and procedures; and continually monitor and develop new and improved systems, policies and/or procedures for the operations and maintenance of the Rio Salado Project.
- Direct, oversee and participate in the development of the Rio Salado work plan; delegate work activities, projects and programs; monitor work flow; develop operational standards; review and evaluate work products, methods and procedures.
- Administer the Rio Salado operating and maintenance budget, enterprise fund and Capital Improvement Project accounts.
- Oversee and coordinate efforts to obtain grants and other funds for the development of Rio Salado on behalf of the city from Federal, State, regional and county agencies.

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- Participate in the development of short and long-term intergovernmental agreements and/or development agreements on behalf of the city to further the city's goals and objectives and to reduce the fiscal impact of Rio Salado on the city and its citizens.
- Act as a property manager for the Rio Salado Project to ensure that all systems are working; that problems are resolved; that city financial, aesthetic, and economic development goals in this area are met; that the Rio Salado Project is in compliance with all local, state and Federal laws; and that the well-being and safety of the public are considered at all times.
- Serve as a liaison or arbitrator between city departments and Rio Salado property owners in the Rio Salado Community Facilities District regarding services in the Enhanced Services Area and the interrelationship between the public and private space around the Tempe Town Lake.
- Provide complex technical and administrative support to the Economic Development Director, Chief Financial Officer, City Manager, and City Council on the operations and maintenance of the Rio Salado Project; direct special projects and research as assigned; provide information and recommendations relating to the Project.
- Manage the procurement process, from a cost control standpoint, for Rio Salado purchases by city departments.
- Select, train, motivate and evaluate staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in planning, community or economic development, project management, or a related field which involved considerable contact with municipal governments, developers, or operations management.

Training:

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, project management, business administration, or a related field is desirable.

Licenses/Certifications:

May require the possession of, or the ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 0388

Salary Range: 47

FLSA: Exempt